



Connecticut SAT School Day January 2016 Test Center Supervisor Training



Agenda

- + Key Dates
- + Setup & Registration
- + Accommodations
- + Planning for Test Day
- + Planning Rooms and Staffing
- + Test Materials & Administration
- + Post Test Day & Make-up Administration
- + Scores & Reporting

2016 CT SAT School Day Key Dates

Activities	Date
Registration materials arrive in schools	1/19/16
List of unregistered students available in PSIS	Available Now
Accommodations requests submitted in SSD Online for College Board Accommodations	Now – 2/8/16
Accommodations requests for ELs requesting Translated Test Directions for college reportable scores	Now – 2/15/16
Accommodations requests submitted in SSD Online for Connecticut Specific Accommodations	1/21-2/15/16
Complete Paper Registration	1/19/16 -2/1/16
Return paper registration forms to College Board via custom courier	2/1/16
Test materials arrive at test centers	2/26/16
Connecticut SAT School Day Test Administration	3/2/16
Makeup Test materials arrive at test centers	4/22/16
Connecticut SAT School Day Makeup Administration	4/27/16



Setup & Registration

Attending Institution (AI) Codes

- + Test Center Supervisors received an email on **January 15, 2016, from the College Board** with the AI code and Test Center code.
- + Attending institution (AI) codes are required to apply for accommodations for students. If you did not receive this email, please contact michelle.rosado@ct.gov

Test Center Codes

Schools that will be a testing location, have been assigned a five-digit test center code for the Connecticut SAT School Day.

- + The test center code is unique to this test administration and is not valid for any other SAT administration date.
- + Test center numbers are required for answer sheets, Connecticut SAT School Day forms, materials shipments and the paper registration process.
- + If your school is a weekend test center, the information provided for the Connecticut SAT School Day will not change the information already on file for weekend testing



Student Registration

Pre-Registered Students:

- + CSDE and College Board pre-registered as many students as possible by using the CSDE eligible students list that was generated from a snapshot of PSIS and matching it to students who have previously taken a College Board assessment.
- + Approximately 72% of Connecticut Grade 11 students were matched and pre-registered.



Student Registration

Paper Registration:

- + School districts are required to use a paper registration form for each Grade 11 student who has not been pre-registered.
- + The list of students who need to be registered, is now available from the Downloads section of PSIS Registration.
- + This download can be accessed by your district's PSIS coordinator.

Student Registration

- + Approved Private Special Education Programs (APSEPs) may obtain a file of these students from a link on the home page of the Restraint and Seclusion (RS) application. This list can be accessed by the RS Certifier for each APSEP.
- + Paper registration forms and registration instructions will arrive in schools on Tuesday, January 19, 2016. All registration forms must be completed by **February 1, 2016**, and will be picked up at your school by special courier.

Registration Materials

Registration materials will arrive in schools **January 19, 2016**. The shipment will include:

- + Registration instructions (one copy for the staff)
- + Connecticut SAT School Day Paper Registration Forms (to distribute to students)
- + Important Information for SAT Test-Takers (to distribute to students)
- + Connecticut Registration Bulk Transmittal Form (one copy to be returned with completed registration forms)
- + Return envelope and label for return shipping

Preparing for Registration

- + All students who are Grade 11 students as of **January 19, 2016**, should be registered. Those students who enroll after this date will register on test day.
- + Create individual labels or information sheets with SASID (State Assigned Student ID) numbers for each student to be registered.
- + Have your AI and Test Center Codes available for students.
- + **Students will respond to a subset of questions on the registration form**
- + The paper-registration process should take approximately 20 minutes.



Registration Form

14 SAT SCHOOL DAY TEST INFORMATION (REQUIRED)

Indicate the SAT School Day administration that you are participating in below. (Fill in only one oval.) Beginning in March, the redesigned SAT will be offered. Your counselor will tell you which option is offered by your educational sponsor, SAT or SAT with Essay.

October 2015

☐ SAT with Essay

March 2016

☐ SAT

☐ SAT with Essay

April 2016

☐ SAT

☐ SAT with Essay

15 TEST CENTER CODE (REQUIRED)

Your counselor will provide your test center code for testing on SAT School Day. Fill in the corresponding oval.

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)
(U)	(V)	(W)	(X)	(Y)	(Z)	(1)	(2)	(3)	(4)
(5)	(6)	(7)	(8)	(9)	(0)	(-)	(/)	(.)	(=)

16 SCORE REPORTING

To send score reports to colleges and scholarship programs, first check the codes at collegeboard.org/sat-codes (or ask your counselor). Note: Test-takers with active online College Board accounts do not receive paper score reports. To change this default, go to collegeboard.org/myaccount.

16a Four Score Reports Covered with Registration

1	2	3	4
(A)	(B)	(C)	(D)
(E)	(F)	(G)	(H)
(I)	(J)	(K)	(L)
(M)	(N)	(O)	(P)
(Q)	(R)	(S)	(T)
(U)	(V)	(W)	(X)
(Y)	(Z)	(1)	(2)
(3)	(4)	(5)	(6)
(7)	(8)	(9)	(0)
(-)	(/)	(.)	(=)

YOU MAY BE ELIGIBLE TO ORDER ONE OR MORE PAID ITEMS BELOW, BUT YOU **MUST** CHECK WITH YOUR COUNSELOR FIRST.

16b ADDITIONAL REPORTS

\$11.25 each, if applicable (check with your counselor). If you think you are fee-waiver eligible, do not order additional reports by paper. See your counselor for instructions.

1	2	3	4
(A)	(B)	(C)	(D)
(E)	(F)	(G)	(H)
(I)	(J)	(K)	(L)
(M)	(N)	(O)	(P)
(Q)	(R)	(S)	(T)
(U)	(V)	(W)	(X)
(Y)	(Z)	(1)	(2)
(3)	(4)	(5)	(6)
(7)	(8)	(9)	(0)
(-)	(/)	(.)	(=)

- ☐ 1 additional report \$11.25
- ☐ 2 additional reports \$22.50
- ☐ 3 additional reports \$33.75
- ☐ 4 additional reports \$45.00

16c Total additional reports

(Enter the total in 16b) \$.

19 CREDIT CARD INFORMATION

If paying by credit card, fill in the card number from left to right. Your information will be kept secure and used only for the transactions on this form. Do not give your name as lightly as possible, for accurate scanning. We accept American Express, Discover/Novus, Club, JCB, MasterCard, or VISA cards.

BILLING ZIP CODE															
EXPIRATION DATE															
Month Year															

17 SAT ANSWER VERIFICATION SERVICES

- ☐ Question-and-Answer Service (QAS) \$16.00
QAS is available only for April 2016.
On test dates when QAS is NOT available, you can order:
- ☐ Student Answer Service \$13.50
(Enter your fee in TOTALS, Item 18c)

18 TOTALS

18a SAT REGISTRATION FEE

(Ask your counselor for the correct amount)

October SAT with Essay	\$54.50
March or April SAT	\$43.00
March or April SAT with Essay	\$54.50

18b ADDITIONAL SCORE REPORT FEES

(Enter total, if any, from Item 16c)

18c SAT ANSWER VERIFICATION SERVICES

(Enter fee, if any, from Item 17)

18d TEST-DAY REGISTRATION FEE

(Only enter if registering on test day) \$26.00

TOTAL \$.

- If using a fee waiver, be sure to enclose your completed card.
- If paying by check, make payable to The College Board.
- If paying by credit card, complete Item 19.

Remember to complete Item 13 - STATEMENT & SIGNATURE on the inside of this form.

2015-16 SAT® SCHOOL DAY PAPER REGISTRATION FORM & QUESTIONNAIRE



Print in CAPITAL LETTERS. Use blue or black ink (no pencil) to fill in all information. All items in red must be completed or your registration will be returned unprocessed. Follow instructions in the Student Registration Guide to complete all pages of the form. Do not staple anything to this form.

1 NAME (REQUIRED)

Enter your legal name, including hyphens, apostrophes, and spaces. Omit suffixes such as Jr. or III. Copy your name exactly from the ID you plan to use on test day (see space above).

LAST NAME/Family Name/Surname - first 35 letters

FIRST NAME/Given Name - first 20 letters

3 SEX (REQUIRED)

- ☐ Female
- ☐ Male

4 CURRENT GRADE LEVEL (REQUIRED)

- Fill in the oval next to the grade level you will be in at the time of testing.
- ☐ 2nd year of college
- ☐ 1st year of college
- ☐ No longer in high school
- ☐ 12th grade or higher
- ☐ 11th grade
- ☐ 10th grade
- ☐ 9th grade
- ☐ 8th grade
- ☐ Not yet in 8th grade

6 PHOTO (NOT REQUIRED FOR SAT SCHOOL DAY REGISTRATIONS)

Your photo cannot be larger than this box, and should be at least 2" x 2". (See the Student Registration Guide or sat.org/photo-requirements for more information.) Your photo will be added to your registration and will appear on your Admission Ticket.



Write your name, date of birth, and high school code on the back of the photo, then tape the photo over the barcode above.

Use clear tape around all four edges of your photo. DO NOT USE paper clips, staples, or glue. If you are in the 8th grade or below at the time of testing, a photo is not required.

10 MAILING ADDRESS (REQUIRED)

You must supply your mailing address so that we know where to send your scores and your Admission Ticket (if you request a paper copy).

Line 1 (Street address or P.O. Box)

Line 2 (Apartment number if applicable)

City

State

ZIP Code

Home Telephone

2 COLLEGE BOARD HIGH SCHOOL CODE (REQUIRED)

When you register, you authorize the release of your testing information to your school. Enter "070000" if you are schooled at home. If you do not know your code, ask your counselor for it.

(Fill in correct ovals.)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)
(U)	(V)	(W)	(X)	(Y)	(Z)	(1)	(2)	(3)	(4)
(5)	(6)	(7)	(8)	(9)	(0)	(-)	(/)	(.)	(=)

5 DATE OF BIRTH (REQUIRED)

Month	Day	Year
(A)	(B)	(C)
(D)	(E)	(F)
(G)	(H)	(I)
(J)	(K)	(L)
(M)	(N)	(O)
(P)	(Q)	(R)
(S)	(T)	(U)
(V)	(W)	(X)
(Y)	(Z)	(1)
(2)	(3)	(4)
(5)	(6)	(7)
(8)	(9)	(0)

7 EXPECTED HIGH SCHOOL GRADUATION DATE

Please supply your expected graduation date, which we will use to make sure your scores are grouped with other students graduating at the same time as you.

Month Year

8 STUDENT ID NUMBER

Your counselor will tell you if this field is required.

9 EMAIL ADDRESS (STRONGLY RECOMMENDED)

If you provide an email address, we will email you a reminder to go online and print your Admission Ticket. You must print your ticket and bring it to the test center on test day. By providing your email address, you are granting the College Board permission to use your email in accordance with the privacy policy in the Student Registration Guide.

Begin here

If you receive your Admission Ticket reminder by email, you won't receive a paper copy of it in the mail unless you fill in the oval below.

- ☐ I would like to also receive a paper ticket.

11 STUDENT SEARCH SERVICE®

Some colleges, scholarship programs, and nonprofit organizations may request information you supply to us in order to inform you of educational opportunities and financial aid. Would you like us to supply your information for these purposes?

- ☐ Yes ☐ No

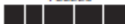
If you do not answer and previously opted in to participate in this service, we will continue providing your information.

AFTER FINISHING THIS PAGE, OPEN AND COMPLETE SAT/ACT FORM

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TURN THE PAGE
TO COMPLETE ALL
REQUIRED FIELDS

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Connecticut SAT Participation Policies

Students who are enrolled in state Approved Private Special Education Programs (APSEP)

Tested by the APSEP.

Students who move to a private school or to an out-of-state school during testing.

Will not be tested.

Students Hospitalized or Homebound due to illness

Will not be tested.

Students on Homebound instruction due to Suspension or Expulsion

Must be tested at the school district's central administration offices by a certified school staff member who is fully trained in the proper test administration and security procedures.

Students who may qualify for a Medical Exemption

Contact CSDE for information.

Home Schooled Students

Will not be tested.



Connecticut SAT Participation Policies

Students who are newly enrolled in a Connecticut public school after the district testing window has commenced.

Will take the SAT on the April 27, 2016 makeup date.

Student was enrolled as a Grade 9,10, or 11 grade student at the beginning of the year and is a Grade 12 student during the testing window.

The district must determine when the student is closest to being a Grade 11 student and test in that year. A public high school student may not skip mandatory SAT in Grade 11.

A Grade 12 student transfers into a Connecticut public high school from out of state or from a private school.

Will not be tested.

Students who are in PSIS and who are enrolled in non-public schools.

Will not be tested.



Registration on Test Day

Students who enroll after the paper registration period ends on **February 1, 2016**:

- + Will complete registration on test day and take the test on **March 2, 2016** if materials are available.
- + If the student requires special accommodated test forms, the student should complete the registration form and they will test on the **April 27, 2016**.
- + Students will need their SASID number, the AI Code, and test center code to complete the paper registration form.



Student Registration -- Admission Ticket

- + Admission tickets will be shipped to schools for all students. Students will grid their registration number on their answer sheet.
- + For students, who register on test day, they will not yet have a registration number and will leave the field blank.

SAT® School Day Admission Ticket SAT

Student Name: Andy B Student
Student Address: 999 Main Street
Houston, TX 77051
Birth Date: 8/18/1997
Gender: Male
High School: 443382
JESSE H JONES HIGH SCHOOL
HOUSTON, TX 77033

BRING THIS TICKET TO THE TESTING SITE! You won't be admitted without it.

Test Date: October 16, 2014 Test Type: SAT Testing Site: 44082 JESSE H JONES HIGH SCHOOL
7414 SAINT LO ROAD
HOUSTON, TX 77033

Registration Number: XXXXXX

Report to your testing site no later than 7:45 a.m. unless otherwise noted on this ticket.
Safeguard this Admission Ticket as you would any other piece of identification. You must keep this Admission Ticket with you at all times in the testing site.

Important Messages for Students:

Supervisor Special Instructions:

REQUIREMENTS FOR TEST DAY

Bring these items with you on test day:

- A printed copy of this SAT® School Day Admission Ticket, which is required for entry to the test center. Electronic copies are not allowed.
- Acceptable photo identification.
- Two No. 2 pencils with soft erasers.
- An acceptable calculator (for mathematics sections only).
- A watch that has no audible alarm or communications/recording capabilities.
- Extra batteries for your calculator.
- Snacks and drinks to have during breaks.
- A bag or backpack (which must be stored under the desk during testing).

For a list of acceptable and unacceptable calculators, visit: sat.org/test-day or see the Getting Ready for the SAT booklet.

ACCEPTABLE IDENTIFICATION

ID documents must meet all of the following requirements:

- Be a valid (unexpired) photo identification that is government issued or issued by the school that you currently attend. School IDs from the prior school year are valid through the end of the current calendar year.
- Be an original document (not photocopied).
- Bear your full, legal name that exactly matches the name on your Admission Ticket, including the order of the names.
- Bear a recent, recognizable photograph that clearly matches both your appearance on test day and the photo on your Admission Ticket.
- Be in good condition, with clearly legible English language text, and a clearly visible photograph.

For a list of acceptable and unacceptable identification, please visit: sat.org/test-day or see the Student Registration Guide.

CollegeBoard p. 1 (Continue to Page 2) SAT® School Day Admission Ticket

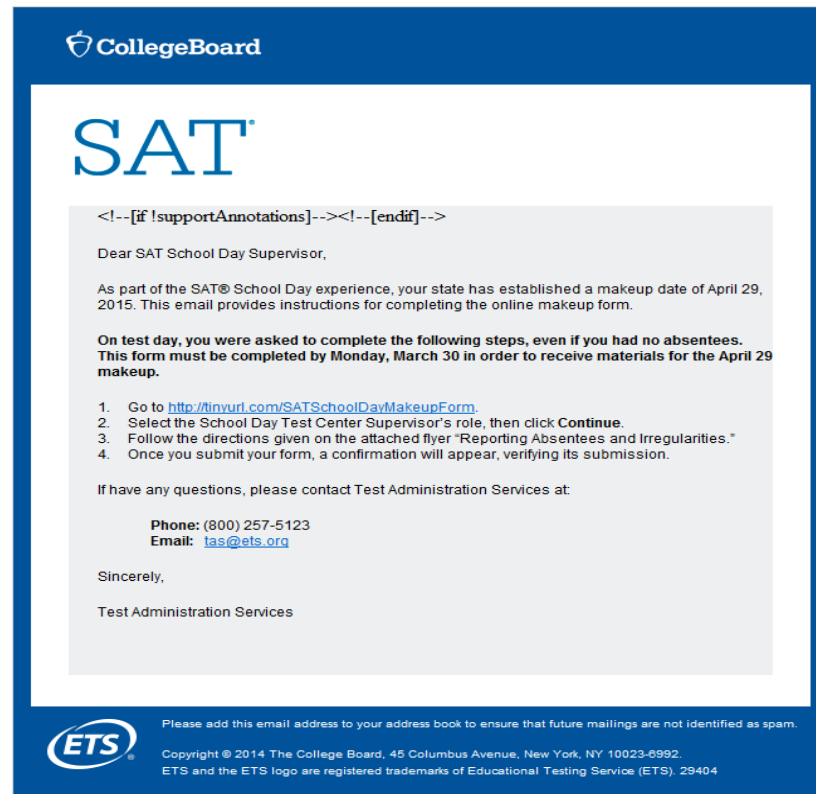
Options for Students Registered for a Weekend SAT

- + Students or their parents may contact College Board at 866-756-7346 to:
 - Change their current weekend registration to another weekend administration (March, May, or June) without a change fee.
 - Apply their payment toward an SAT Subject Test instead of the SAT without a change fee.
 - Or, receive a refund for a March, May, or June 2016 administration.



Test Make-ups

- + Students who miss the initial test administration, will be required to take the SAT on the makeup date, **April 27, 2016**.
- + Test Center Supervisors and SSD Coordinators will receive an email reminding them of the makeup date with a link to request the necessary makeup materials.
- + Test Center Supervisors will complete the online form “Early Reporting Form-Absentees & Irregularities” to provide the total count of materials required for the makeup administration.



The screenshot shows an email from CollegeBoard to SAT School Day Supervisors. The email is titled "SAT" and contains the following text:

Dear SAT School Day Supervisor,

As part of the SAT® School Day experience, your state has established a makeup date of April 29, 2015. This email provides instructions for completing the online makeup form.

On test day, you were asked to complete the following steps, even if you had no absentees. This form must be completed by Monday, March 30 in order to receive materials for the April 29 makeup.

1. Go to <http://tinyurl.com/SATSchoolDayMakeupForm>.
2. Select the School Day Test Center Supervisor's role, then click **Continue**.
3. Follow the directions given on the attached flyer "Reporting Absentees and Irregularities."
4. Once you submit your form, a confirmation will appear, verifying its submission.

If have any questions, please contact Test Administration Services at:

Phone: (800) 257-5123
Email: tas@ets.org

Sincerely,
Test Administration Services

At the bottom of the email, there is a footer with the ETS logo and the following text: "Please add this email address to your address book to ensure that future mailings are not identified as spam. Copyright © 2014 The College Board, 45 Columbus Avenue, New York, NY 10023-6992. ETS and the ETS logo are registered trademarks of Educational Testing Service (ETS). 29404"



Accommodations

Accommodations

All accommodations are requested through College Board's SSD Online system.

+ College Reportable Accommodations

- Students with an individual education program (IEP)
- Students with Section 504 Plans
- English Learners requesting written directions or oral test directions
- Deadline: **February 8, 2016.**

Accommodations

Connecticut Specific Accommodations

- Students with an individual education program (IEP)
- Students with Section 504 Plans
- English learners requesting time extension and/or a bilingual dictionary
- Deadline: **February 15, 2016.**

Accommodations

	College Reportable Accommodations	Connecticut Specific Accommodations
Students with Disabilities	Used for accountability and college admission	Used for accountability purposes only
	<ul style="list-style-type: none"> • Braille Booklets • Text-to-Speech for all test content (CB MP3 audio) • Large Print Booklet • Color Overlay • Noise Buffering • Magnification Device • Computer Response • Scribe • Speech-to-Text (CB Assistive Technology) • Specialized Calculator • Abacus • Multiplication table • Time Extension • Separate Setting • American Sign Language (ASL)- test directions only • Signed Exact English -test directions and test content 	<ul style="list-style-type: none"> • Sign Language – test content • Sign Language – student responses
English Learners	Used for accountability and college admission	Used for accountability purposes only
	<ul style="list-style-type: none"> • Written Directions in Spanish, Arabic, Portuguese, Polish, Mandarin and Haitian-Creole • Native Language Reader – test directions only 	<ul style="list-style-type: none"> • Time Extension • Bilingual Dictionary Word-to-Word Translation

Beginning the SSD Process

- + **Identify an SSD Coordinator**

This should be someone at the school level such as a Lead Special Education Teacher or counselor. A district/school may have more than one SSD Coordinator.

- + **Complete the SSD Coordinator Form to request access to SSD Online Go to <https://www.collegeboard.org/students-with-disabilities/ssd-online/get-access>**

- + **Create a College Board Educational Professional Log-in Account (EPL)**

Go to www.collegeboard.org/profaccount to create account

- + **Receive Access code (1st time only)**

Sent by email



Requesting Accommodations For College Reportable Scores

- + **Online request process** - Log in at any time to see status of students' request or to print a list of approved students. Go to: www.collegeboard.org/ssdonline

Dashboard

Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

30 Students

25 per page

◀ ▶

Create Eligibility Roster

Submit Eligibility Form

Create AP Nonstandard Administration Report >
How to complete AP NARs >

Narrow by:

AI Code

ALL AI

All Statuses

All Accommodations

All Dates

Clear all Reload

Enter Student Name or SSD Number

☐ Only show students with pending Applications

* Accommodations that were provided but not requested

Status	Student	Submitted	Received	Next SAT Registration
PROCESSING	Doe, John (#0000000007) <small>OPTIONS</small> Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	04 Aug 2009	05 May 2009	14 Sep 2012
PROCESSING	Gray, Macy (#0000000002) <small>OPTIONS</small> Approved: Permission for food/medication	07 May 2009	03 May 2009	14 Jun 2012
PROCESSING	Rubin, Andy (#0000000010) <small>OPTIONS</small> Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	02 Aug 2009	05 May 2009	14 Apr 2012
AWAITING INFORMATION	Gibs, Joe (#0000000014) <small>OPTIONS</small> Requested: Permission for food/medication	25 May 2009	05 May 2009	14 Apr 2012

Application Process – New Requests

- + Go to SSD **Online** (CB Professional account required)
- + **Enter** basic student information
- + The IEP or 504 Plan gives consent

STUDENT DETAILS

DISABILITY

ACCOMMODATIONS

DOCUMENTATION

Student Information

Click here if you need to print out the Student Information form to be completed by a Student or Parent.

All fields are required, unless indicated

Basic Information

First Name: Diana

* Middle Initial: E * optional

Last Name: Ramos

Email: Diana.Ramos@example.com

Date of Birth: Jan / 14 / 1986

Expected High School Graduation Date: Jul / 2011

Gender: ☐ Male ☒ Female

* Soc Sec #: 365 - 19 - 6589 * optional

Current School: ACADEMIC PREPARATION CENTER(09022)

Mailing Address

☒ USA, including its territories & Puerto Rico

☐ Outside of USA

Street1: 7677 Rene Drive

Street2:

City: Tracy

State: CA Zip / Post Code: 95304

Home Phone: 7036589632

Next Intended College Board Test

Test: SAT

Date: Oct / 2011

Cancel Save & Exit Save & Continue

Application Process – New Requests

- + **Answer questions** about student's disability, requested accommodations, and available documentation via SSD Online

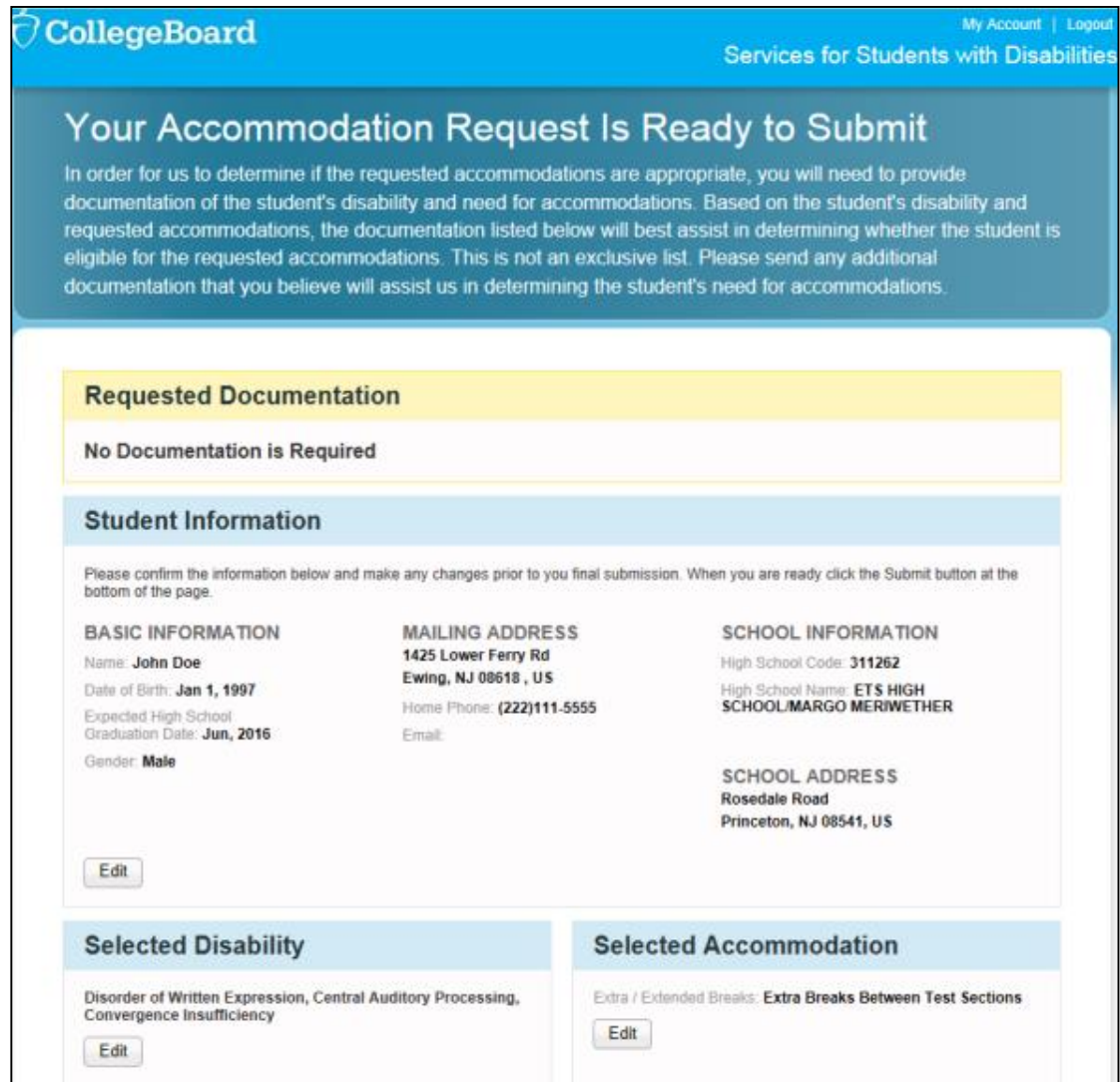
For English Learners requesting written or oral translated test directions, choose “other” in the SSD Online system and indicate whether you are requesting written or oral translated test directions and for what language.

The screenshot shows the CollegeBoard SSD Online interface. The browser address bar displays 'https://ssd.collegeboa...'. The page header includes the CollegeBoard logo and navigation links for 'My Account' and 'Logout'. Below the header, a blue banner reads 'Services for Students with Disabilities'. A navigation bar contains four tabs: 'STUDENT DETAILS', 'DISABILITY' (which is highlighted), 'ACCOMMODATIONS', and 'DOCUMENTATION'. The main content area is titled 'Student Disability' and includes a prompt: 'Please indicate the student's diagnosed disability. Check all that apply. You may view disabilities by category or alphabetically. If the student's disability is not listed, use "Other".' Below this, there are two tabs: 'By Category' (selected) and 'Alphabetical Listing'. A yellow box indicates 'Selected Disabilities: Diabetes'. Below this, there are expandable sections for various disability categories: Learning Disorder, AD/HD, Hearing, Autism Spectrum Disorders, Visual, Physical/Medical (1 selected), Communication Disorder/Speech and Language, Intellectual Disability, and Psychiatric. The Psychiatric section is expanded, showing a list of disorders with checkboxes: Generalized Anxiety Disorder, Panic Disorder, Post-Traumatic Stress Disorder, Depression/Depressive Disorder, Bipolar Disorder, Obsessive-Compulsive Disorder, Schizophrenia Spectrum Disorder, Oppositional Defiant Disorder, and Tourette's Syndrome/Tic Disorder.



Application Process – New Requests

- + **Submit** the request electronically via SSD Online
- + Many requests will be approved automatically through our school-verification system. Based on the information provided by the SSD Coordinator, the system will identify “No Documentation is Required”.



CollegeBoard My Account | Logout
Services for Students with Disabilities

Your Accommodation Request Is Ready to Submit

In order for us to determine if the requested accommodations are appropriate, you will need to provide documentation of the student's disability and need for accommodations. Based on the student's disability and requested accommodations, the documentation listed below will best assist in determining whether the student is eligible for the requested accommodations. This is not an exclusive list. Please send any additional documentation that you believe will assist us in determining the student's need for accommodations.

Requested Documentation

No Documentation is Required

Student Information

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

BASIC INFORMATION Name: John Doe Date of Birth: Jan 1, 1997 Expected High School Graduation Date: Jun, 2016 Gender: Male	MAILING ADDRESS 1425 Lower Ferry Rd Ewing, NJ 08618, US Home Phone: (222)111-5555 Email:	SCHOOL INFORMATION High School Code: 311262 High School Name: ETS HIGH SCHOOL/MARGO MERIWETHER
SCHOOL ADDRESS Rosedale Road Princeton, NJ 08541, US		

Edit

Selected Disability

Disorder of Written Expression, Central Auditory Processing, Convergence Insufficiency

Edit

Selected Accommodation

Extra / Extended Breaks: Extra Breaks Between Test Sections

Edit

Application Process – New Requests

- + In some cases, you may be prompted to provide additional documentation. For Connecticut SAT School Day **no additional documentation** is required.
- + **Upload** the Connecticut SAT SSD Form into the SSD Online Dashboard to override the system. This will move the request into the “Document Review” status

The screenshot shows the CollegeBoard SSD Online Dashboard. At the top, there's a blue header with the CollegeBoard logo and navigation links like 'My Account' and 'Logout'. Below the header, a dark blue banner reads 'Your SSD is ready to Submit' with a message to confirm information before final submission. The main content area is titled 'Requested Documentation' and lists two items: 1. 'Test of Academic Achievement' with a note that commonly used tests are accepted. 2. 'Psychiatric Update Within 1 year' with a note that a recent update is required. Below these, there's a 'Print Documentation Checklist' button. The bottom section is 'Student Information', which contains fields for basic information (Name, Date of Birth, Expected High School, Graduation Date, Gender), mailing address, school information (High School Code, High School Name), and school address. There are 'Edit' and 'Print for Student / Parent Signature' buttons at the bottom.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

Your SSD is ready to Submit

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

Requested Documentation

- 1 Test of Academic Achievement** (Commonly used tests that measure academic achievement)
Achievement tests should be individually administered, nationally-normed, comprehensive assessments of academic achievement. They measure academic functioning in areas such as reading, math and written expression. Abbreviated academic measures (i.e. WRAT-4, etc.) are not comprehensive diagnostic assessments and, without an additional battery of tests are not sufficient to evaluate a disability. Please provide standard scores for all academic subtests, as well as the written report. Age or grade equivalents, ranges, percentiles or RPI scores are not sufficient.
[Why is this required?](#)
- 2 Psychiatric Update Within 1 year**
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
[Why is this required?](#)

[Print Documentation Checklist](#)

Student Information

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer ut libero quis nibh sodales tincidunt. Phasellus dui velit, blandit ac, adipiscing interdum, sodales in, augue. Cras eros neque, eleifend vel, tristique et, porta eu, lorem.

BASIC INFORMATION	MAILING ADDRESS	SCHOOL INFORMATION
Name: John Doe	222 Main	High School Code: 000000
Date of Birth: Feb 1, 1992	Anywhere, VA 22001, US	High School Name: PS 1221
Expected High School	Home Phone: 7035553300	
Graduation Date: Jun 1, 2010	Email: john@doe.com	
Gender: Male		SCHOOL ADDRESS
Soc. Sec. #:		124 Main St.
		New York, NY 10001, USA

[Edit](#) [Print for Student / Parent Signature](#)

Application Process – New Requests

- + **Choose** “Upload Documentation Now” button to attach and upload form.
- + **Submit** request.
- + **Check** your dashboard for approval status.

Dashboard Helpful Links: About

30 Students 25 per page ◀ ▶

Narrow by: AI Code ALL AI All Statuses All Accommodations All Dates

☐ Only show students with pending Applications

Status	Student	Submitted	Received	Next SAT Registration
PROCESSING	Doe, John (#0000000007) OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	04 Aug 2009	05 May 2009	14 Sep 2012
PROCESSING	Gray, Macy (#0000000002) OPTIONS Approved: Permission for food/medication	07 May 2009	03 May 2009	14 Jun 2012
PROCESSING	Rubin, Andy (#0000000010) OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	02 Aug 2009	05 May 2009	14 Apr 2012
AWAITING INFORMATION	Gibs, Joe (#0000000014) OPTIONS Requested: Permission for food/medication	25 May 2009	05 May 2009	14 Apr 2012

Cognitive Ability test conducted:

No

Medical evaluation test conducted within the last 12 months:

No

Psychiatric Update within one year

No

Neuro

No

Psychi

No

Edit

Submit Documentation X Close

This request requires documentation to support the student's need for accommodations. Documentation can be submitted online or can be faxed to Services for Students with Disabilities. Please select from one of the options below.

To submit documentation at a later time, go back to your Dashboard and select Options next to the student's name on your Dashboard and chose your preferred method of submission.

Please note that only Adobe Acrobat .pdf documents can be submitted online at this time. Other types of documents are not currently supported and will need to be faxed.

Upload Documentation Now Fax Documentation Now Back to Dashboard

Navigate student to Upload Documents page Submit request for accommodations and navigate Coordinator to coversheet Submit request for accommodations and navigate Coordinator to dashboard

Print Cancel Save & Exit Submit

site map | contact us | about us | press | careers | link to us | compliance | terms of use | privacy policy

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Accommodations – Previously Declined Requests

Reopen the request for the Connecticut SAT School Day administration so that students have access to all accommodations listed in their IEP, 504 Plans, or English Learners. Additional student documentation will not be required.


- + From the Dashboard, locate the student
- + Select “options;”
- + Click “Change Request;”

Status ▾	! Student
DECIDED	Xerox, Fourtest (#0007554601) OPTIONS ▾ NOT Approved Documentation: Received 2 Pages on 05 Aug 2015
DECIDED	Ssdprodtestb, Studentb (#0007000002) OPTIONS ▾ Approved: Writing +50% (time and 1/2), Reading +50% (time and 1/2) Documentation: Received 2 Pages on 31 Jul 2015

[View Decision Letter](#)
[Create change Request](#)
[Resubmit Request](#)


Accommodations – Previously Declined Requests

- + Print, complete, and fax in the change request form to College Board's secure electronic document system. District SSD Coordinators or other authorized District personnel should use a secure fax machine or ensure that the form is promptly removed from the fax machine after transmission.
- + The status of the request will change to Document Review and once approved, the SSD Online Dashboard will reflect the approval status.


Insert this end into fax machine
Please ensure all attached pages are facing in the same direction

Cover Sheet
Use this page as your submission cover sheet.
PLEASE DO NOT ATTACH AN ADDITIONAL COVER SHEET TO THIS DOCUMENT WHEN FAXING.

Student Name: **Emily Breen**
SSD#: **0007546816**
High School: **ETS HIGH SCHOOL/MARGO MERIWETHER**
Grade: **11th Grade**

R0007546816


To: **College Board Services for Students with Disabilities**

FAX INFORMATION
Fax Number: **(866) 360-0114**
Attention: **College Board Services for Students with Disabilities**
Number of pages:
(including cover sheet)

SSD COORDINATOR CONTACT INFO:
Name: **Mithun Roy**
Phone:
Email: **mithun.roy026@gmail.com**
Fax:

SELECT REQUEST OPTION(S):
☐ Resubmission of Previously Denied Request
☐ Request to Add or Remove Accommodations from Approved Request

COMPLETE THIS SECTION FOR RESUBMISSION OF PREVIOUSLY DENIED REQUEST
Please check any previously denied accommodations that you wish to have re-reviewed:
EXTRA / EXTENDED BREAKS
☐ Permission to Test Blood Sugar

Accommodations – Previously Submitted

+ Document Review Status:

- CSDE and College Board are reviewing these requests.
- No action required by districts. If further information is required, the CSDE will contact districts directly.
- Once approved, the SSD Online Dashboard will reflect the approval status. The SSD Coordinators should check the SSD Online Dashboard regularly.

+ Awaiting Documentation Status:

- Upload the Connecticut SAT SSD Form (used only for March 2, and April 27, 2016, tests) into the SSD Online Dashboard to override the system.
- Once approved, the SSD Online Dashboard will reflect the approval status. The SSD Coordinators should check the SSD Online Dashboard regularly.



CT Specific Accommodations For Non-College Reportable Scores`

- + All State-Allowed Accommodations (SAAs) should be submitted via the SSD Online system (<https://www.collegeboard.org/students-with-disabilities/ssd-online>)
- + Once logged in, SSD Coordinators will see a link in the upper left hand corner to go to the SAA Dashboard.
- + The submission of student information should be initiated from the SAA Dashboard.
- + All requests will be automatically approved and do not require documentation.
- + All requests must be submitted by **February 15, 2016**, for SAT for 11th-graders, in order to ensure that the appropriate materials will be provided on test day.
- + SAAs are available *only* for the Connecticut SAT School Day administration.



Requests for CT Specific Accommodations For Non-College Reportable Scores

- + To access the State-Allowed (SAA) Dashboard, click the link in the upper left hand corner.

Dashboard Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

4 Announcements [Show](#)

0 Students 25 per page [◀](#) [▶](#)

[Go To State-Allowed Accommodation Dashboard >](#) [Create Eligibility Roster](#) [Merge Students](#)

[Create Nonstandard Administration Report >](#)
[How to complete NARs >](#)

Narrow by: [All Statuses](#) [All Accommodations](#) [All Dates](#) [Clear all](#)

☐ Only show students with pending Applications ☐ Only show students with missing data * Accommodations that were provided but not requested

Status	Student	Submitted	Received	Next SAT Registration
--------	---------	-----------	----------	-----------------------

Requests for CT Specific Accommodations For Non-College Reportable Scores

- + Enter the student information.
- + Select the CT specific accommodation, from the list:
 - State – Allowed: Sign the Reading and Writing assessments - ASL
 - State – Allowed: Student responds in ASL for Reading and Writing
 - State – Allowed: Use of Bilingual Word –to-Word Dictionary and/or Use of Glossary/Thesaurus for EL students
 - State – Allowed: Mathematics Calculations +50% (time and ½) for EL students
 - State – Allowed: Mathematics Calculations +100% (double time) for EL students
 - State – Allowed: Mathematics Calculations Greater than 100% for EL students
 - State – Allowed: Reading +50% (time and ½) for EL students
 - State – Allowed: Reading +100% (double time) for EL students
 - State – Allowed: Reading Greater than 100% for EL students
- + Submit the request. The request will be automatically approved.





Planning for Test Day

Roles and Responsibilities at Participating Schools

Principal is our main contact for general information at the school and is responsible for:

- + Receiving and distributing general information about the Official SAT Practice through Khan Academy.
- + Receiving the school's allotment of School Day Fee Waivers for distribution to eligible students.
- + Enlisting the aid of other staff, but she or he will be the College Board's main contact.



Roles and Responsibilities at Participating Schools

SSD Coordinator is the building level person responsible for:

- + Being the school's liaison with the CSDE and the College Board.
- + Submitting accommodation requests for all students who request them at his/her school.
- + Receiving materials and administering the test to students who have a non-standard administration of the test and appear on the Non-standard Administration Roster (NAR).



Roles and Responsibilities at Participating Schools

Test Center Supervisor (TCS) is the main contact for the Connecticut SAT School Day administration at a school, including:

- + Pre-admin activities like test center set-up, planning rooms and staff for test day, and receiving and securing test materials.
- + Everything on test day, including distribution of materials, monitoring of all test day activities and staff, packaging and returning test materials, and completing Supervisor Irregularity Reports.
- + Identifying staff to serve as **Associate Supervisors**, **Proctors** and **Hall Monitors** for test day staff support

The TCS will receive all communications from the CSDE and College Board.



Roles and Responsibilities at Participating Schools

Associate Supervisor(s) are accountable for everything that takes place in that room including management of all testing materials, conducting the testing and monitoring test-takers to ensure a fair administration

- + Recommend using current or retired teachers, counselors, administrators, or other educators who are familiar with test administration and/or classroom management.
- + Each room requires one Associate Supervisor.

Roles and Responsibilities at Participating Schools

Proctor(s) and Hall Monitors are responsible for assisting the Test Center and Associate Supervisors.

- + Proctors do not administer the test, but they do help set up the testing area and monitor testing. Hall Monitors patrol the hallways during testing to make sure the testing area remains quiet and secure.
- + Proctors and Hall Monitors may be members of the school staff.

Planning for Schedule on Test Days

- + Testing time with breaks included is 3 hours, 30 minutes, please plan for an additional 30 minutes of pre-administration time.

SAT Sections	Time (in minutes)
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Book collection	15
Total (hours, minutes)	3h, 30m

- + School schedules will require some adjustments
 - Lunch periods
 - Testing cannot be interrupted for lunch, so lunches must take place after testing is complete
 - Students may eat snacks during breaks
 - Bell schedules
 - Bells must be silenced during test administration

Planning for Schedule on Test Days

Standard Schedule for Test Day

8am *	Close test room doors
8-8:30 am	Distribute materials and read directions
8:30 am	Begin testing
11:45 am	Finish testing
* Schools may vary this start time by 30 minutes without approval.	

- + Schools can vary from this schedule by up to 30 minutes.
- + If a school needs to vary from this schedule by more than 30 minutes they need to contact SAT School Day Customer Support for approval



Planning Rooms & Staffing

Resource Planning

+ Test Center Supervisors

- Responsible for overseeing the testing of students in the standard testing room as well as students testing with accommodations that do not require special administration procedures.
- Will identify the students for testing from the online roster called SOAR.
- Will plan rooms and staffing for the students on the SOAR roster.

+ SSD Coordinators

- Responsible for overseeing the testing of students testing with non-standard accommodations as well as Connecticut specific accommodations.
- Will identify students for testing by accessing the Non-Standard Accommodations Roster (NAR) from the SSD Online system.
- Will need to plan rooms and staffing for the students on the NAR roster.

Standard Room Testing

- + Students in the standard room will receive **Aqua** test books
- + These students appear on the SOAR Roster.
- + Students tested in the standard room include
 - Students testing without accommodations
 - Students testing with the following accommodations
 - Large Print Test Book – 14 point
 - Large Block Answer Sheet
 - Magnifier
 - Written copy of Oral Instructions
 - Permission for food/medication
 - Wheelchair accessibility
 - Preferential seating
 - Record answers in test book
 - Auditory Amplification/FM System



Non-Standard Room Testing

Students in the non-standard room will receive **Pink** test books

- + These students appear on the SOAR Roster.
- + Students who have different timing should be tested in separate rooms
- + Students tested in the non-standard room include:
 - Extended Breaks
 - Extra breaks (without extended time)
 - Four-function calculator on Math – No Calculator section
 - Permission to test blood sugar
 - Small group setting
 - Students testing with 50% extended time

NAR Room Testing

- + Students in the NAR room(s) will receive **Cyan** test books
- + These students appear on the NAR Roster
- + Students who have different timing should be tested in separate rooms
- + Students tested in the non-standard room include
 - Large print test book 20 point or greater
 - Magnifying machine
 - Braille and/or Braille graphs
 - Reader
 - MP3 Audio Format
 - Writer/scribe
 - Breaks as needed
 - One-on-one testing
 - Late start time
 - Limited testing time
 - Assistive Technology Compatible
 - Written Directions in Spanish, Arabic, Portuguese, Polish, Mandarin and Haitian-Creole
 - Native Language Reader – test directions only

Connecticut Specific Accommodation Room

Students in the CT Specific Accommodations room(s) will receive **Lime** test books. These students will appear on the State-Allowed Accommodations (SAA) Roster.

- + Students who have different timing should be tested in separate rooms.
- + Students tested in the SAA room include:
 - Sign Language – test content
 - Sign Language – student responses
 - Time Extension
 - Bilingual Dictionary Word-to-Word Translation

Rosters for Test Center Supervisors

Test Center Supervisors will receive an email providing access to the online roster called SOAR.

- + Students appearing on this roster will be tested in either the Standard room or Non- standard room.
 - The Summary View is divided into Groups with Standard testing and Nonstandard testing
 - The Summary View displays total registrants by “Group Type”. Registrants within the same group may test in the same room and are displayed together on the Attendance Roster.
 - You can’t test different group types in the same room.

Supervisor Roster – Summary View

Category Type	Registered	Waitlist	Group Type
SAT	39	0	A1
SAT with Essay	0	0	
SAT Subject Tests	0	0	

Category Type	Registered	Waitlist	Group Type
SAT - No extra time or breaks Approved for small group, test blood sugar, etc	4	0	T1
SAT - Extended Time (includes extra breaks) Not approved for extended breaks	2	0	T5
SAT - Extended Time in Math only Not approved for extended breaks.	1	0	T7
SAT - Extended Time in Math only and Extended Breaks	1	0	T8

Supervisor Roster – Attendance Roster

(Aqua Books)

Used on test day to take attendance for the test.

NOTE: Test takers within the same Group Type must be tested in the same room(s). Test takers from different Group Types must not be seated in the same room, unless specifically noted. If a test taker chooses to opt in or out of the essay at check in, please indicate by making an X in the "Opt Into Essay / Opt Out Of Essay" column.

	Student's Name			Registr ation Numbe r	P- Presen t/ A- Absent / X-No Entry	Date Of Birth	S e x	Photo Requ ired	Age 21 and Over	Verif y ID	Verif y Adm in Tick et	High Scho ol Code	Opt Out Of Essay
	Last	First	M. I.										
1 *	COHEN	SAYAK		00428 32848		05/11/ 2001	M	N	N			0000 03	
2 *	HULETT	NICHOLA S	H	00428 32844		10/02/ 1999	M	N	N			1444 30	

Supervisor Roster – Non Standard Accommodations (Pink Books)

- + Students with non-standard accommodations will display on roster with an indicator of the accommodation code.

	Student's Name			Registration Number	P- Present/ A- Absent/ X-No Entry	Date Of Birth	Sex	Photo Required	Age 21 and Over	Verify ID	Verify Admin Ticket	High School Code	Opt Into Essay
	Last	First	M. I.										
1 E T	JAMEL Has accommodations: 016, 018	KHAN		00428 34802		06/02/ 1997	F	N	N			4710 65	
2 E T	NEMO Has accommodations: 016, 018	SER		00428 34795		11/03/ 1996	F	Y	N			4710 65	

Supervisor Roster – Decoding Non-Standard Accommodations

056	Other assistance — SSD staff will confirm	
066	Auditory amplification	
Students with any of these accommodations must be tested in the nonstandard testing room. Extended-time accommodations are applied depending on the test taken.		
Code	Accommodation	
039	Extended breaks	
040	Extra breaks	
068	Permission to test blood sugar	
069	Small group setting	
Code	Extended Time Accommodation	Extended Time
016	50% Reading extended testing time	Extended
017	50% Math extended testing time	Extended

(Group Type: T)

ET = 50% extended time

NOTE: Test takers within the same Group Type must be seated together. Test takers from different Group Types must not be seated together. If a test taker chooses to opt in or out of the essay section, they must make an X in the "Opt Into Essay / Opt Out Of Essay" column.

(Group Type: T8)													
ET = 50% extended time													
NOTE: Test takers within the same Group Type must be tested in the same room(s). Test takers from different Group Types must not be seated in the same room, unless specifically noted. If a test taker chooses to opt in or out of the essay at check in, please indicate by making an X in the "Opt Into Essay / Opt Out Of Essay" column.													
	Student's Name			Registration Number	P- Present/ Absent / X-No Entry	Date Of Birth	Sex	Photo Required	Age 21 and Over	Verify ID	Verify Admin Ticket	High School Code	Opt Into Essay
	Last	First	M.I.										
1	SNOWDEN	RICHARD		0042834497		05/13/1997	M	N	N			472110	
ET	Has accommodations: ET=MATH ONLY 039, 018												
time Extended time for all tests													

Note – some students may receive extended time on the entire test or, on specific sections. The roster and decoder will indicate this



Rosters for SSD Coordinators

- + SSD Coordinators are responsible for testing students with school-based accommodations.
- + A Non Standard Administration Roster (NAR) is available for download on SSD Online.
 - Students appearing on this roster will be tested in either the cyan room(s) for college-reportable or the lime room(s) for non-college reportable.
 - The roster provides the approved accommodations for each student.
 - SSD Coordinators will be asked to complete attendance information for each tester and return with their testing materials.

Rosenberg, Allyson (#0007156089)

DOB: November 22, 1995 Gender: Female

Test Administration Start Date: _____

☐ Check here if student was absent

Test Administration End Date: _____



NAR Roster – Non-Standard Accommodations

SAT Specific Test Date – School Day Test Version

SAT Specific Test Date – School Day Test Version (Summary Roster)

2012 SAT® Nonstandard Administration Report

Date Generated: **Mar 8, 2012**

School Code: **342027**

School Name: **FIRST FLIGHT HIGH SCHOOL**
100 Veteran Drive, Kill Devil Hills, NC 27948, US

Test Date: **Mar 10, 2012**

The following is a summary roster of students testing with College Board approved accommodations. Detailed Nonstandard Administration Reports for each student are available in the following pages. and listed in the same order as in the tables below.

- The students listed below are grouped by the test type for which they are registered (SAT test and SAT with Essay test and their approved accommodations are indicated. On test day students taking different types of tests (SAT test and SAT with Essay test) must test in separate rooms.
- Additionally, students whose accommodations require different testing schedule (e.g. extended time vs extra breaks vs standard timing) should test in separate rooms to minimize distractions during testing.

SAT

LAST NAME	FIRST NAME	SSD#	Accommodations
CONNELLY	KATY	#0004118359	
FERRELL	GABRIELLA	#0007156089	
GUY	FIERY	#0007156098	



NAR Roster – CT Specific Accommodations

SAT Specific Test Date – School Day Test Version with State-Allowed Accommodations (SAA)

SAT Specific Test Date – School Day Test Version with SAA (Summary Roster)

2012 SAT® Nonstandard Administration Report for State-Allowed Accommodations

Date Generated: **Apr 8, 2012**

School Code: **342027**

School Name: **FIRST FLIGHT HIGH SCHOOL
100 Veteran Drive, Kill Devil Hills, NC 27948, US**

Test Date: **Apr 11, 2012**

The following is a summary roster of students testing with State-Allowed Accommodations. Detailed Nonstandard Administration Reports for each student are available in the following pages.

Please note that students testing with State-Allowed Accommodations will not receive reportable scores.
Add some instructional text here.

SAT

LAST NAME	FIRST NAME	SSD#	Accommodations
CONNELLY	KATY	#0004118359	
FERRELL	GABRIELLA	#0007156089	

NAR Roster – Non-Standard & CT Specific Accommodations

2012 SAT® Nonstandard

Administration Report for State-Allowed Accommodations

Date Generated: **Apr 8, 2012**

School Code: **342027**

☐ Check here if student tested with Essay

School Name: **FIRST FLIGHT HIGH SCHOOL
100 Veteran Drive, Kill Devil Hills, NC 27948, US**

Test Date: **Apr 11, 2012**

Rosenberg, Allyson (#0007156089)

DOB: November 22, 1995 Gender: Female

Test Administration Start Date: _____

☐ Check here if student was absent

Test Administration End Date: _____

Test Information

SAT

Approved Accommodations: Please check all accommodations used by student.

☐ Computer (Word Processor for Essays)

State-Allowed Accommodations: Please check all accommodations used by student.

☐ Permission for food/medication

☐ Permission to Test Blood Sugar

Comments: _____



Planning for Testing Rooms

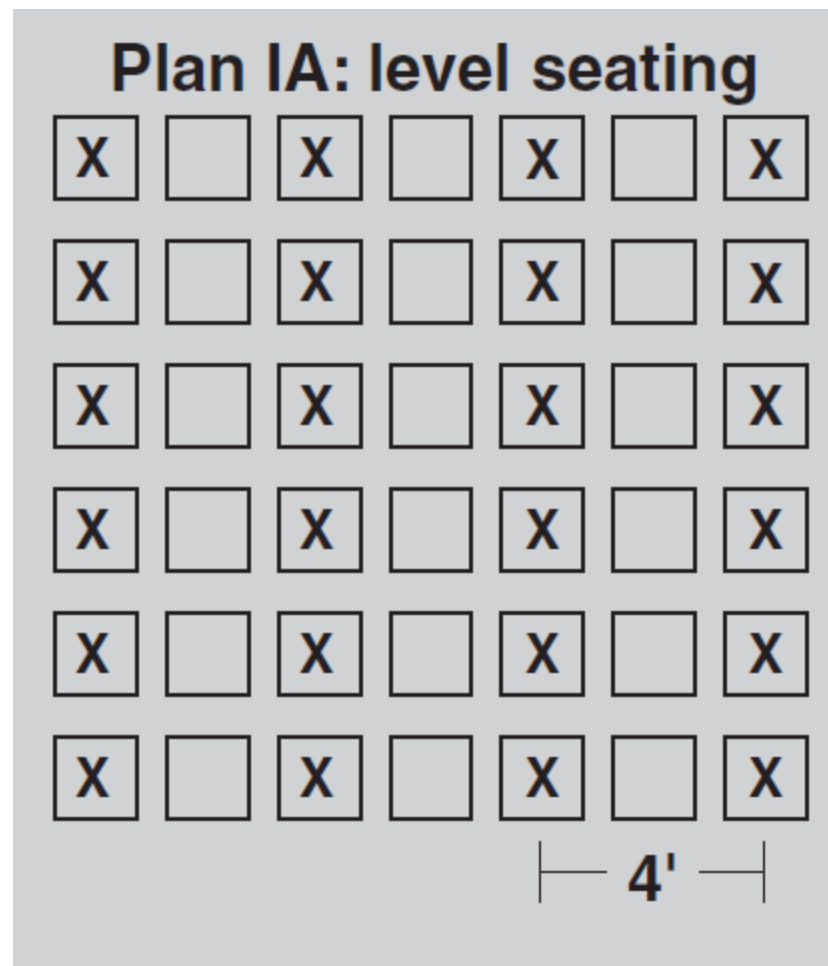
Size of cohort testing and size of rooms used for testing determine number of rooms needed.

- + Options for rooms include:
 - Larger spaces, such as auditoriums and gymnasiums
 - Smaller spaces, such as classrooms
- + Seating diagrams for different room types are available in Connecticut SAT School Day Testing Manual
- + Location of testing rooms within the building
 - Separated from other classes/tests on different schedules or taking different assessments
 - Minimize noise and other disruptions when classes or other assessments break
 - Area where there will be minimal noise/distractions from outside the building
 - Access to restrooms

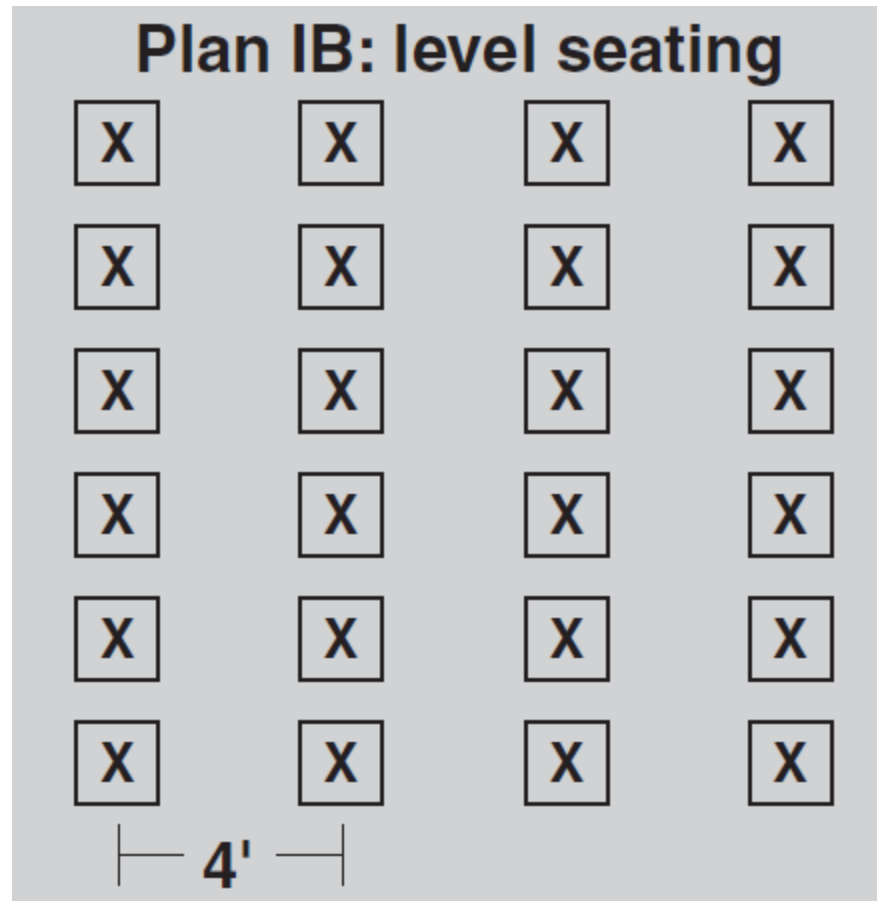
Seating and Furniture Requirements

- + Use chairs with backs.
- + Face seats in the same direction.
- + Place chairs directly behind those in the preceding row.
- + Separate each student by a minimum of four feet from right to left (measure from center of desk).
- + Ensure unimpeded access to every student by staff.
- + Seat only one student at a table measuring six feet in length or less.
- + Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.
- + Provide a large, smooth writing surface, preferably desks or tables.
- + Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.
- + Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

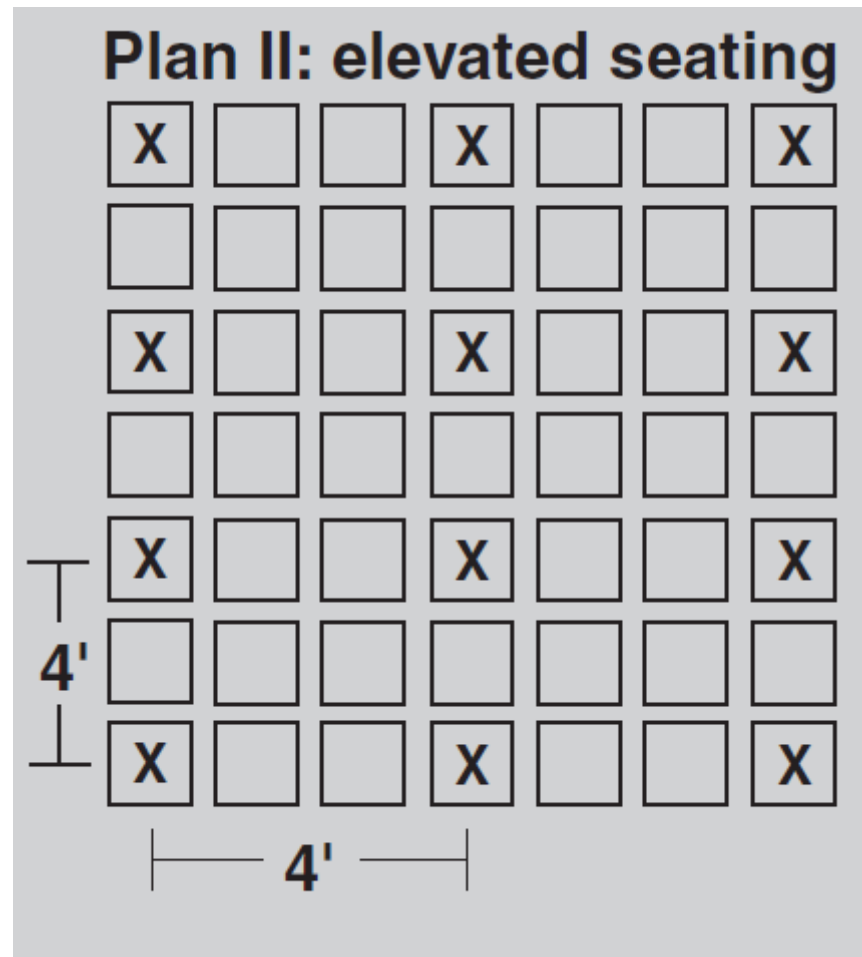
Sample Seating Plans



Sample Seating Plans



Sample Seating Plans



Sample Seating Plans

Plan III: tables

X



6' or less

$X \leftarrow 4' \rightarrow X \leftarrow 4' \rightarrow X$



More than 12'

Planning for Staffing Needs

The size of cohort testing, number of testing rooms and number of students in each room determine number of staff needed.

- + Formulas available in Connecticut SAT School Day Testing Manual

The following staff may **not** administer the CT SAT School Day:

- + Those employed by an outside test-prep company.
- + Those who have taken the SAT within 180 days of the administration date.
- + Those who have a household member taking the SAT at any site on the same date.

Planning for Staffing Needs

Different room configurations can change staffing needs.

Example:

- + Your school is testing 100 juniors for Connecticut SAT School Day

Room configuration Option #1

- + Using 4 classrooms of 25 students each
- + 5 staff members needed (plus Hall Monitor)

Test Center Supervisor

Associate
Supervisor for
Room #1

Associate
Supervisor for
Room #2

Associate
Supervisor for
Room #3

Associate
Supervisor for
Room #4

Planning for Staffing Needs

Different room configurations can change staffing needs.

Example:

- + Your school is testing 100 juniors for Connecticut SAT School Day

Room configuration Option #2

- + Using the gym to test all 100 students together
- + 4 staff members needed (plus Hall Monitor)

Test Center Supervisor

Associate Supervisor

Proctor

Proctor

Training for Test Center Supervisors

In early February, Test Center Supervisors and SSD Coordinators will be asked to participate in a 60 minute webinar to be trained on the test day policies and procedures for administering the Connecticut SAT School Day.

- + The training is mandatory
- + Staff can select from one of multiple sessions at a time that is convenient for them.
- + The session materials will be made available for reference.
- + Test Center Supervisors will also receive samples of all forms and a Connecticut SAT School Day Testing Manual.



Test Materials & Administration

Test Materials Delivery

Standard Test materials will be addressed to the Test Center Supervisor at the school address and will arrive by February 26.

- + Let office staff know to expect the delivery.
- + Materials must be stored securely, once delivered.
- + Check contents of boxes within 24 hours of delivery using packing lists.
 - Contact Test Administration Services (TAS) immediately if there is a problem with your shipment – see Connecticut SAT School Day Testing Manual for specific instructions.
- + Check materials daily until test day.
 - Contact TAS immediately if materials show evidence of tampering.

Test Materials Delivery

- + A Connecticut SAT School Day Testing Manual will be delivered to schools no later than February 26, 2016.
- + Non-Standard test materials for students on the NAR will be addressed to the SSD Coordinator.
- + Procedures for keeping materials secure are consistent with those for standard materials.

Test Day

- + Test day processes are covered in depth in training webinars in **early February** as well as in printed Testing Manuals.
- + Test Center Supervisors should have the printed manuals with them on test day for quick and easy reference.
- + The manuals and training webinars cover:
 - Check-in
 - Materials distribution
 - Active monitoring
 - Addressing challenges and testing irregularities
 - Materials packaging and return
- + Test Center Supervisors will distribute admission tickets to students and ensure the test center number is visible to students in their testing room.

What Students Need on Test Day

- + Students must bring:
 - Two No.2 pencils with soft erasers; no pens or mechanical pencils
 - An acceptable calculator
See for list: <https://sat.collegeboard.org/register/calculator-policy>
- + It is also recommended students bring:
 - A watch that has no audible alarm or communications/recording capabilities
 - A bag or backpack (which must be stored under desk during testing)
 - A snack and drinks (which must be packed away during testing)



Post Test-Day & Make-up Administration

Test Materials Return

On **March 1, 2016** the Test Center Supervisor will receive an email from TAS with information about custom courier test materials pick-up

- + The email may include a confirmation number along with the date and time of the pick-up.
- + If this service is not available in your area, Supervisors will receive an email with alternate directions for returning their materials.

Once testing is complete, package **all** materials for shipment

- + Detailed instructions are included in test materials boxes and in the Connecticut SAT School Day Testing Manual.
- + Prepaid shipping labels, with the correct addresses for each box, are included with the test materials.

Test Materials Return

Once testing is complete, package **all** materials for shipment

- + Detailed instructions are included in test materials boxes and in the Connecticut SAT School Day Testing Manual.
- + Prepaid shipping labels, with the correct addresses for each box, are included with the test materials.

Test Material Returns

Follow packing and addressing instructions exactly

- + Used answer sheet and test day forms will be returned to one location.
- + Test books and unused answer sheets, are returned to a separate location.
- + School based testing materials are shipped separately upon completion of testing.
- + Errors in packing or shipping will lead to score delays for students.
- + If you have any questions, contact instructions will be provided for assistance.



Make-Up Testing – April 27, 2016

- + Materials will arrive no later than **April 22, 2016**.
- + All rostering and administration procedures for the make-up are the same as the primary administration.
- + Material return procedures are the same as well.

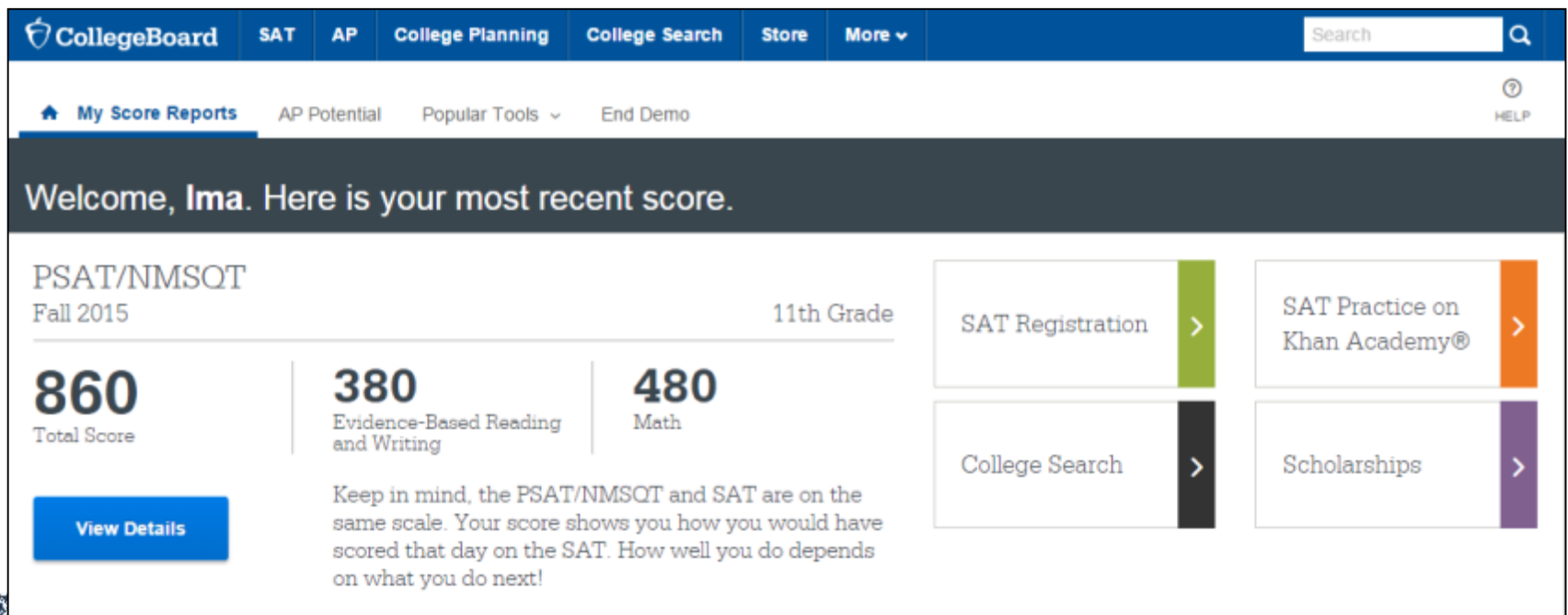




Scores & Reporting

Scores & Reporting

- + Scores will be available mid-May for students and educators through the College Board Reporting Portal.
- + To access students will need a College Board account. Educators will need a College Board professional account.
- + Accountability reporting will follow separately from CSDE.



The screenshot shows the CollegeBoard website's 'My Score Reports' page. The top navigation bar includes links for CollegeBoard, SAT, AP, College Planning, College Search, Store, and More. A search bar is on the right. Below the navigation bar, there's a section for 'My Score Reports' with links to 'AP Potential', 'Popular Tools', and 'End Demo'. A dark banner welcomes the user 'Ima' and states 'Here is your most recent score.' The main content area displays the 'PSAT/NMSQT' score for 'Fall 2015' for a '11th Grade' student. The scores are: Total Score 860, Evidence-Based Reading and Writing 380, and Math 480. A blue 'View Details' button is next to the total score. A note explains that the PSAT/NMSQT and SAT are on the same scale. On the right, there are four buttons with arrows: 'SAT Registration', 'SAT Practice on Khan Academy', 'College Search', and 'Scholarships'.

Score	Section
860	Total Score
380	Evidence-Based Reading and Writing
480	Math

Keep in mind, the PSAT/NMSQT and SAT are on the same scale. Your score shows how you would have scored that day on the SAT. How well you do depends on what you do next!

Cancelling Scores

- + Students who take the test and will receive college reportable scores have the option to cancel their scores, however the scores will still be provided to CSDE for accountability purposes.
- + A score may be cancelled, regardless of whether students have requested scores to be sent to Higher Education institution.
- + Students must complete the Request to Cancel Test Scores, which are sent to schools with the test materials and should be made available to students in each testing room on test day.
- + Students may complete the Request to Cancel Test Scores form on test day or send it to College Board no later than the third business day following the test.

Score Reporting (“Score Sends”)

- + SAT scores will only be sent to Higher Education institutions if a student requests College Board sends them.
- + Students can send scores to up to 4 college or scholarship organizations for free as part of their School Day registration.
- + To send scores, students must have a College Board online account and can select the Higher Education institutions or scholarship organizations they wish to send.
- + Students can add or change the organizations up until March 11th at 11:59 PM EST. After that point there is a fee to send scores.

Score Choice

- + Score Choice gives students the option to choose which scores to send to colleges (by test administration date) in accordance with an institutions states score use policy.
- + For student who have only taken the SAT once, that will be the only score that is sent to colleges/universities.
- + For students, who have taken the SAT multiple times, they can use Score Choice and select which scores, by test date for the SAT, to send to colleges. See:
<<https://sat.collegeboard.org/register/sat-score-choice>>
- + If students do not use Score Choice, all scores will be sent. However, it is up to a student/family to understand the Higher Ed institutions policies. Some institutions will require all scores to be sent if the student has taken more than one SAT.

Contact Information

Michelle Rosado, CT SAT School Day Program Manager,
michelle.rosado@ct.gov

Student Assessment Office 860-713-6860

CSDE SAT Web page: www.ct.gov/sde/sat

College Board's SAT School Day Customer Support

855-373-6387 or

SATSchoolDaySupport@collegeboard.org

